

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

October 16, 2007
Aldermen Gatsas, Shea,
Garritty, Pinard, Duval

4:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Kevin Dillon, former Airport Director, submitting the proposed Aviation Department Voluntary Resignation/Retirement Incentives Program as requested by the Committee previously.
(Note: awaiting report from Solicitor, Airport, Human Resources and the Retirement System.)
Gentlemen, what is your pleasure?
4. Communication from Virginia Lamberton, Human Resources Director, recommending the city self-insure the dental insurance effective January 1, 2008.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Finance Officer, proposing reclassification of three high level positions which have become vacant due to retirements and resignations and submitting proposed class specifications for Assistant Director – Accounting and Reporting and Assistant Director – Treasury.
(Note: FY2008 savings will be \$6,680.)
Gentlemen, what is your pleasure?
6. Communication from Virginia Lamberton, Human Resources Director, submitting updated class specifications for Fire Chief and Deputy Fire Chief.
Gentlemen, what is your pleasure?

7. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Health Director, requesting an increase in per diem offered to substitute nurses from \$100 to \$135.
(Note: School District concurs with the proposal.)
Gentlemen, what is your pleasure?
8. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Health Director, requesting the reclassification of a Public Health Specialist II, salary grade 19 to a Public Health Specialist I, salary grade 16 and converting the part-time position to a full-time position.
(Note: awaiting receipt of an additional \$20,000 from the NH Department of Health and Human Services therefore no additional general funds expended to support the request.)
Gentlemen, what is your pleasure?
9. Communication from Virginia Lamberton, Human Resources Director, recommending the Public Works Director and Deputy Public Works Director class specifications be updated.
Gentlemen, what is your pleasure?
10. Communication from Virginia Lamberton, Human Resources, Director, on behalf of the City Solicitor, recommending the eliminating of three levels of Attorneys and recommending that Attorney I and II level be combined to be Attorney I (Prosecutors), salary grade 23; reclassify Attorney III, salary grade 22 to Attorney II, salary grade 25.
(Note: cost for balance of FY2008 would be \$14,640.)
Gentlemen, what is your pleasure?

TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

11. Communication from Virginia Lamberton, Human Resources Director, requesting that the Grants Coordinator position be reclassified to a new title of VISTA Project Administrator, salary grade 20.
(Tabled 10/03/2006. Referred to the Human Resources Director on 05/01/2007 to perform a desk audit.)
12. If there is no further business, a motion is in order to adjourn.



Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

01 June 2007

Alderman Ted Gatsas, Chairman
Human Resource Committee
Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Chairman:

As requested at a recent Human Resource Committee meeting, attached is an outline of the proposed Aviation Department Voluntary Resignation/Retirement Incentives Program.

As I explained to the Committee, I believe many efficiencies can be achieved by allowing the Airport to implement this program. Further, I believe that the City in general will be able to learn quite a bit from how this program is operating and may be able to apply some of these lessons to a city-wide incentive program.

Michael Farren is fully versed on this program and will be available to discuss it with you at the next Human Resource Committee meeting.

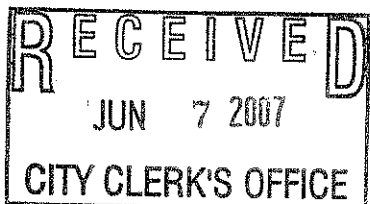
Sincerely,

A handwritten signature in cursive script that reads 'Kevin A. Dillon'.

Kevin A. Dillon, A.A.E.
Airport Director

KAD/das

Copy: Michael F. Farren



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Department of Aviation Voluntary Resignation/Retirement Incentives Program

Due to the exigencies of the airline and airport industries, Manchester-Boston Regional Airport has experienced a year-long period of decreasing passenger boardings, as well as increasing security, plant, and personnel costs. While the Airport remains in excellent financial health, we must expend every effort to reduce our costs. We have already capped and eliminated expenses where we can, and put a freeze on additional non-essential hirings.

To ensure that all avenues of cost reduction are accessed, we are now offering a voluntary resignation or retirement incentive program open to all employees. (Please see the implementation provisions below.)

This program will pay up to six months pay for any employee opting for resignation or retirement. To be eligible for the program, an employee must demonstrate that a savings benefit will accrue to the Airport through the elimination of that employee's job or another job within that employee's chain of responsibility.

Any employee desiring entry into this program must submit an application letter to the Airport Director so stating his/her desire to participate in the program. This letter must include a description with details of what job elimination would occur and what savings would result therefrom.

The Airport Director will evaluate each application and determine if he will endorse the employee for this program and what severance pay (how many months) he will grant.

Generally speaking, the greater the savings, the larger the severance pay allowance may be. Once the application is approved and the employee and the Airport Director agree on the terms of separation, the employee will have up to six months to actually resign or retire.

Implementation provisions:

This program is open to all Department of Aviation employees, affiliated and non-affiliated, who have not already submitted a resignation or retirement request.

The effective commencement date of this program is _____.

Requesting individuals must submit a written application request to participate in this voluntary incentives program to the Airport Director. This request must be submitted with appropriate rationale within 90 days of the effective date of the incentives offer. At

the discretion of the Airport Director the 90-day requirement for submission may be extended.

The resignation /retirement action must result in a job elimination with quantifiable savings either at that particular level or below the affected position and must be adequately detailed by the requesting individual. The savings justification should include the annual pay and benefits total that will be avoided/saved by the voluntary resignation or retirement.

Approval of the requested action will be at the sole discretion of the Airport Director.

Resignation /retirement action, if approved, could result in up to six months pay severance award. Actual number of months' severance award would be at the sole discretion of the Airport Director depending on the potential savings accruing as a result of the resignation/retirement action.

Both the affected employee and the Airport Director must agree on the severance package before the requested resignation or retirement action can become official. If agreement can not be reached, then the requested action is null and void, and there is no change in the employee's status.

The employee must accept and acknowledge the agreement in writing before this action can be implemented. Once the employee accepts and acknowledges the agreement, then it becomes irrevocable, unless both parties mutually agree to the revocation.

Severance award payout will be net of the normal withholdings, that is, payroll and social security taxes, the regular retirement deductions, and any applicable benefits deductions, etc.

Severance award payout in the case of a retirement decision will be over and above any accrued sick leave/vacation retirement payout.

Severance award payout in the case of a retirement decision will be included with the individual's final pay numbers for the purpose of calculating monthly retirement benefits.

Resignation/retirement requests must specify the actual date of resignation or retirement, which must occur within 180 days of the effective date of this program.

The Airport Director may change, cancel, or extend this program at any time, but in no case once an individual has officially submitted and been accepted in this program.



CITY OF MANCHESTER

Human Resources Department

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Manchester, New Hampshire 03101
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www.ManchesterNH.gov



October 4, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

RECEIVED
MANCHESTER, NH 03101
07 OCT -5 10:42

Re: Proposal to Self Insure Dental Insurance

Dear Alderman Gatsas and Members of the Committee:

Last Spring we briefly discussed self insuring the dental insurance. I have now had the opportunity to look over doing so and recommend that we self insure the dental insurance effective January 1, 2008.

According to Delta Dental, we would have a 2.5% reduction in our costs for the dental insurance if we self insure. Assuming an effective date of January 1, 2008, the savings for the balance of this fiscal year would be about \$10,745. Although this is not a big number, I would speculate that in the long run, we would enjoy future savings if we self insured. This fiscal year, the insurance was increased 2.5%. The prior year, there was no increase whatsoever. I suspect that we would continue to see minimal increases in our costs as long as we do not increase the level of benefits.

Therefore, I am requesting permission to self insure our dental insurance effective January 1, 2008. This change would simply be how we pay Delta Dental. There will not be any other affects on anything else.

Your favorable approval of this request would be greatly appreciated.

Respectfully requested,

Virginia A. Lamberton

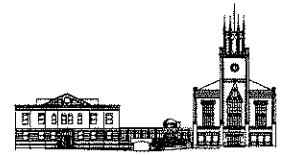
Virginia A. Lamberton
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

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October 10, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Finance Department

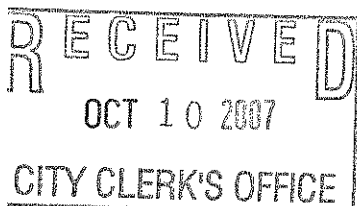
Dear Alderman Gatsas and Members of the Committee:

Bill Sanders, Finance Director, has been with the City for over six months now. That time has given him the opportunity to evaluate the organization of the Finance Department's structure as well as what staffing options would enhance the services of the Department. In addition to studying the work flow and staffing, three high level positions have become vacant during his tenure and as such, this appears to be a good time to make some changes. Therefore, we are proposing the following:

Deputy Finance Director: Currently the Deputy Finance Director position is at a salary grade 27 and the former incumbent was earning \$107,387 per year. Mr. Sanders is proposing that the Deputy Finance Director position be reclassified to a new classification Assistant Director – Accounting and Reporting at a salary grade 24. Salary grade 24 starts at \$58,239 and max's out at \$83,034. Some of the duties that were in the class specification for the Deputy will be assumed by the Finance Director. The remaining duties, will be assigned to the new classification of Assistant Director.

Treasury Manager: The salary grade for the Treasury Manager is 24. Mr. Sanders is proposing that the title of the position be changed to Assistant Director – Treasury. The former incumbent was earning \$90,289 due to her many years of service to the City. As noted above, the salary range is \$58,239 to \$83,034. Assuming that a current employee is promoted into this position, the salary would be considerably less due to the fact that none of the in-house employees have as many years of service that the former incumbent had.

Information Support Specialist: This position is assigned salary grade 19. Mr. Sanders is recommending that this position be reclassified to an Accountant I, salary grade 16. The former incumbent in this position was earning \$62,254. The salary range for a grade 16 is \$33,895 to \$48,327. This would be an immediate savings of \$28,359 if approved. There is no longer a need for an Information Support Specialist position in the Finance Department. There is a need however, for an Accountant I for the Accounting and Reporting work unit.




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The savings to the Finance Department would have been \$126,034. However, due to the retirements and resignation of one of the employees, the savings for this fiscal year will be \$6,680. However, the savings in future years will be considerable if the reclassifications are approved.

I am attaching copies of the proposed class specifications for Assistant Director – Accounting & Reporting as well as the proposed class specification for Assistant Director – Treasury for your review and approval.

I would be happy to answer any questions that you have. Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Bill Sanders, Finance Director



City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110
Reclassify Treasury Manager, Class Code 2100

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to
Assistant Director-Accounting & Reporting, Grade 24

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant
Director-Treasury, Class Code 2100, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to
Assistant Director-Accounting & Reporting, Grade 24 (Class Spec.
attached) Exempt

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant
Director-Treasury, Class Code 2100, Grade 24 (Class Spec. attached),
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant Director – Accounting & Reporting
Class Code Number	2110-24

General Statement of Duties

Manages the daily operations of the accounting and financial reporting functions within the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee accounting and reporting operations within the City structure. The work is performed under the supervision and direction of the Finance Director but authority as delegated for the exercise of independent judgement and initiative. Direction is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and others as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees,, business and community groups, outside auditors, State and Federal officials, and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Maintains the City's financial system and accounting records in accordance all applicable principles and standards;
- Writes internal accounting and budget manuals;
- Monitors budget performance and evaluates budget requests;
- Oversees and completes financial reporting, including preparing CAFR and internal monthly and quarterly financial, treasury and CIP reports;
- Directs internal audit functions of expenses, revenues and management functions;

- Coordinates the involvement of external auditors, including the preparation of all applicable reporting requirements;
- Participates in various aspects of personnel administration within the department, including hiring, termination, grievance procedures and coordinating employee training;
- Develops and administers the Departmental Budget;
- Performs special projects for the Finance Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Extensive knowledge of current principles and practices of municipal finance operations;
- Extensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
- Extensive knowledge of all auditing procedures;
- Extensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;
- Extensive knowledge of current principles and practices of public administration;
- Extensive knowledge of budgetary principles within a municipality;
- Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Finance, Accounting or a closely related field; and
- Considerable experience in financial operations within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area

Approved by: _____ Date: _____

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Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	<u>Treasury Manager</u> _Assistant Director- Treasury
Class Code Number	2100-24

General Statement of Duties

Manages cash, investment **and** debt management functions within the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure beneficial use of City funds in the areas of cash and investment and manage debt. The work is performed under the supervision and direction of the Deputy Finance Director and Finance Director. but considerable leeway is granted **Authority is delegated by the Finance Director** for the exercise of independent judgement and initiative. Supervision **Direction** is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and related personnel **personnel as assigned**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Develops and manages **directs** the implementation of fiscal control measures and balancing mechanisms for the Treasurer's Office, including revenue analysis, cash balance determinations and bank reconciliation;
- Researches and implements compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal issues;

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- Monitors the balancing of daily cash, including assuming responsibility for all money received;
- Researches, analyzes and recommends cash management services to the City;
- Handles all responsibilities for long-term debt;
- Serves as a liaison with bank officials to investigate and resolve problem areas within bank involvement in City services;
- Serves as the Chief Investment Officer and funds manager, investing City funds and developing strategies for both short and long term duration's;
- Receives and evaluates competitive offerings as appropriate and determines beneficial investment opportunities based upon research of the current yield curve;
- Manages and directs the City's primary banking/cash management services and depository relationships;
- Supervises, trains and evaluates employees involved in treasury activities, including direct supervision to ensure compliance with all applicable laws and regulations;
- Processes timely transfers and principal interest payments as required and monitored by the Securities and Exchange Commission;
- Oversees all cash flow within the City structure, including monitoring daily cash position, monitoring departmental receipting, maintaining and investment portfolio by tracking purchases maintaining minimum cash balances to optimize investment of funds;
- Compiles Comprehensive Financial Reports;
- Advises Department Heads, municipal officials and others on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Serves as an in-house consultant within the City regarding comprehensive financial operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor **Finance Officer** and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of cash management processes and procedures;
 - Comprehensive knowledge of financial analysis and reporting;
- 5

- Comprehensive knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of auditing requirements;
- Thorough knowledge of investment principles and investment risk analysis;
- Thorough knowledge of current principles, practices and ethics used in receiving, disbursing, depositing and securing large amounts of public monies;
- Thorough knowledge of Balance Sheet and Income Statement transactions;
- Thorough knowledge of the functions of government in a municipality;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related; and
- Considerable experience in Accounting, preferably within a municipality and with an investment background; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

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Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____

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CITY OF MANCHESTER

Human Resources Department

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Manchester, New Hampshire 03101
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August 17, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Update Class Specifications

Dear Alderman Gatsas and Members of the Committee:

The class specifications for the Fire Chief and Deputy Fire Chief were adopted in 1999. If you will recall, I have been working with the Departments to update any class specifications that need to be revised to reflect the work activities of today.

Therefore, I have been working with Chief Kane and his Deputies to update the class specifications for Chief and Deputy. I am attaching a copy of the proposed update for your review and approval. The language that is underlined will be removed and the language that is in bold is the new proposed language.

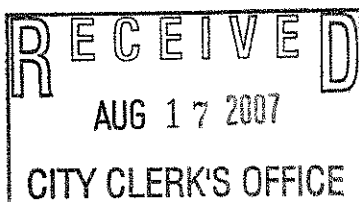
I respectfully request that you approve these updates.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Chief Kane



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PROPOSED UPDATE



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Fire Chief
Class Code Number	9130-29

General Statement of Duties

Plans, organizes and directs the operations and activities of the Fire Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Fire Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Fire Department, in coordination with a management team consisting of the positions of Assistant Chief and Fire District Chief. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Fire Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address emergency services needs within the City of Manchester;

- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Departmental operations;
- Provides status reports to the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;
- Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations;
- Reviews and coordinates station construction and service expansion projects to coordinate resources and planning objectives;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, recruiting, contract negotiations, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Fire Department;
- Serves as the Emergency Management Coordinator for the City of Manchester in the event of a declared emergency, including developing and implementing an emergency response plan and coordinating the cooperative efforts of other government and private organizations;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of Fire Department administrative, operational, public education and public relations programs and activities;
- Comprehensive knowledge of planning principles, practices and techniques;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;

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- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Comprehensive working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Fire Science, **Business Administration, Business Management, Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Public Administration, Medical Services such as Registered Nurse or Physician's Assistant, Paramedic, Engineering or a related field; and**
- Extensive experience in Fire Department Emergency Operations with a considerable management role.
- **Or, any equivalent combination of education and experience which provides the knowledge, skills and abilities necessary to perform the work.**

Required Special Qualifications

- **United States citizen;**
- **Class B CDL with air brake endorsement;**
- **Emergency Medical Technician certificate.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____

Proposed Update



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Fire Chief
Class Code Number	9115-26

General Statement of Duties

Plans, organizes and oversees inspection, training, haz/mat, investigations and related operations for the Manchester Fire Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure proper training and use of professional operations in the areas of investigations, prevention, training and related. The work is performed under the supervision and direction of the Fire Chief but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Fire personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment, with occasional work time spent as an incident commander at emergency scenes where the employee is exposed to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and an environment in which the employee is subject to potential personal danger. .

**Examples of Essential Work
(illustrative only)**

- Plans, organizes, coordinates and implements short and long term planning operations in all aspects of emergency services delivery within the Manchester Fire Department;
- Schedules training programs to ensure all Fire personnel have access to current resources needed for emergency service delivery;
- Develops policies and standards for scene operations and safety practices in alignment with current standards and principles;
- Serves as the Incident Safety Officer on fire incidents, technical rescues, hazardous materials incidents and related;
- Determines training levels and abilities among all ranks within the Fire Department and implements training directed at improving skills in core areas;
- Develops specifications for apparatus, protective equipment and clothing specifications and related;
- Conducts research and development for fire, rescue, HAZ MAT, EMS and related emergency services programs to ensure Manchester Fire personnel have access to all current resources relating to training and operational issues;
- Supervises testing of equipment to monitor standards needed for operations;
- Trains Firefighters and Fire Officers in fire suppression operations, extrication techniques, hazardous materials mitigation, incident scene management and related;
- Evaluates and trains other Fire personnel involved in training activities;
- Develops course curriculum and acts as safety officer at emergency incidents;
- Supervises and instructs Fire Department Rookie Schools;
- Instructs technical rescue courses, including water rescue, heights rescue, confined space rescue, ice rescue, structural collapse, natural disasters and related;
- Instructs Firefighting classes involving all types of emergency response situations;
- Serves as a member of the Departmental Safety Committee;
- Trains members of the Manchester Police Department in job components relating to emergency rescue situations;
- Organizes, initiates and implements large scale training exercises involving mock emergency rescue situations;
- Develops Divisional budget, manages various financial accounts and related;
- Negotiates collective bargaining agreements;
- Evaluates and counsels personnel;
- Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
- Ensures discipline within the command structure through the development, implementation and monitoring of policies directed at the quasi-military structure of the Fire Department;
- Conducts staff meetings with District Chiefs to review daily work schedules and discuss shift activities;
- Ensures sufficient Fire personnel are on shift and arranges for replacements as necessary;
- Performs inspections on vehicles, equipment, alarms, uniforms and other emergency components of the Fire Department;

- Oversees District Chiefs and Shift Commanders in the completion of their responsibilities;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides analysis of Fire Department operations using complex statistical methodologies to determine the efficiency and effectiveness of emergency services as they relate to response time, staffing needs, service delivery, Fire personnel injuries, newly implemented operations, equipment implementation, grant administration and related;
- Coordinates integration of the Fire Department with technology initiatives City-wide;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of training techniques and instructional methods;
- Comprehensive knowledge of personnel management and motivational techniques;
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas,, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering

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- rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
 - Thorough knowledge of hydraulics as applied to water delivery;
 - Thorough knowledge of all safety practices involved in fire suppression and firefighting;
 - Ability to speak clearly and distinctly in conducting training and instructions operations;
 - Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
 - Ability to supervise, train, evaluate and coordinate the work of others;
 - Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
 - Ability to work within a command structure requiring strict adherence to the following of orders;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's **Bachelor's** Degree in Fire Sciences, Public Administration, **Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Business Administration, Management, Administration, Medical Services such as a Registered Nurse, Physician Assistant, Paramedic, Engineering** or directly related field; and
- Extensive experience in the Fire services with some management role **to include supervisory experience; or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- State of New Hampshire Ambulance Attendance license;
- Red Cross or American Heart Association CPR Instructor certificate;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate.
- **United States citizen;**
- **Class B CDL with air brake endorsement;**
- **Emergency Medical Technician certificate.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time, lift and drag at least 140 pounds and lift 50 pounds on a regular basis.

Approved by: _____ Date: _____

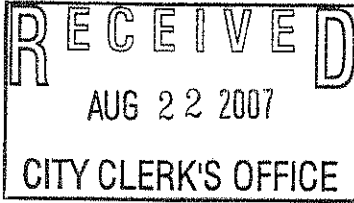
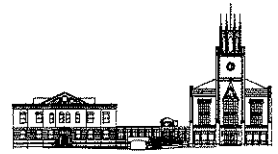
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CITY OF MANCHESTER

Human Resources Department

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AUG 21 2007

August 20, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Substitute Nurse Pay

Dear Alderman Gatsas and Members of the Committee:

Due to the shortage of Nurses as well as the high level of competition in wages, Tim Soucy, Public Health Director, is requesting that the Mayor and Board of Aldermen authorize an increase in the per diem that we offer to substitute Nurses.

Currently, we pay \$100 per day. This is for a seven and a half hour day. That equates to \$18 per hour. New graduate nurses are receiving approximately \$20 an hour with no experience. Mr. Soucy is proposing that we increase the daily rate to \$135.

During Fiscal Year 2007, it was necessary to hire substitute Nurses for 45 days. This equated to \$4,500 at the \$100 per diem. With the increase to \$135 per day, the increase would be \$35 a day. If there was a need to hire for 45 days again this year, the total increase would equate to \$6,075. The School District allocates \$15,000 for substitute Nurses. Mr. Soucy has spoken with the School District and they concur with this proposal.

Your favorable approval of this important request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

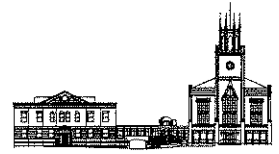
Cc: Director Tim Soucy



CITY OF MANCHESTER

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August 22, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification and Convert to Full Time

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tim Soucy, Public Health Director, I am requesting the reclassification of a Public Health Specialist II, salary grade 19 to Public Health Specialist I, salary grade 16.

Since the retirement of a part time Public Health Specialist II in June, the Health Department has been struggling to maintain it's level of HIV services. The former incumbent worked approximately 20 hours a week providing testing and counseling services to individuals with the HIV virus. Mr. Soucy has looked at his staffing and determined that it would be in the best interest of the community to expand the duties of this position and convert the position to full time. Therefore, he is requesting the reclassification of the position from the level II to level I, and convert the part time position to a full time position. The Health Department will be receiving an additional \$20,000 from the New Hampshire Department of Health and Human Services and as such, there will be no additional general funds expended to support this request.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director

Cc: Tim Soucy, Director



CITY OF MANCHESTER

Human Resources Department

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October 4, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Update Class Specification

Dear Alderman Gatsas and Members of the Committee:

Due to the retirement of the Public Works Director, Frank Thomas, as well as the organizational changes that have occurred since Yarger Decker established the class specification for the Public Works Director in 1999, it seems timely to update the class specification prior to announcing this important position.

In addition to updating the Public Works Director class specification, I am also requesting that you approve an update of the Deputy Public Works Director class specification.

The words that are to be eliminated are underlined. The additions or changes are in bold print.

Your favorable approval of these updated class specifications would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Director of Human Resources

Attachments

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Works Director
Class Code Number	5840-31

General Statement of Duties

Plans, organizes and directs the operations and activities of the Highway Department; Serves as the Chief Engineer for the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Highway Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Highway Department, in coordination with a management team consisting of the positions of Sewer Superintendent, Solid Waste Superintendent, Chief Sanitary Engineer, Highway Superintendent, Chief of Street Operations, **Chief Facility Manager**, Building Maintenance Superintendent, Engineering Manager and Deputy Public Works Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, outside contractors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Administrators in implementing the expressed goals, policies and directives of the Highway Department, the Mayor, the Board of Aldermen and Federal/State regulatory agencies.

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address public works, environmental protection and infrastructure needs within the City of Manchester;
- Coordinates, directs and approves all engineering and construction activities;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Board of mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Provides legislative input on clean environment, economic development and enhanced local project funding issues;
- Serves as an in-house consultant on matters involving infrastructure guidance and municipal services;
- Oversees all infrastructure maintenance repair and construction project activities, including streets, sidewalks, sewers, bridges, **buildings, traffic signals, traffic signage** and special projects as requested;
- Administers all operations of the municipal Wastewater Treatment Plant;
- Provides operational management of emergency activities associated with rainstorms, flood protection, windstorms and snow and ice removal;
- Develops and coordinates action plans with other local jurisdictions, authorities and State agencies;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Highway Department;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of current principles, practices and operations of public works operations;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of modern engineering principles;

- Comprehensive knowledge of budgetary principles within a municipality;
- **Comprehensive knowledge of local, State and Federal regulations relating to Public Works Operations;**
- Comprehensive knowledge civic emergency responses associated with weather extremes and services relating to municipal infrastructures;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Engineering; Bachelors Degree in Engineering, Architecture, Public Administration or a closely related field and
- Extensive experience in public works operations with a management role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Professional Engineering License, Architecture License **strongly preferred;**
- **Possession of a NH drivers license or access to transportation;**
- On-call status.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: BMA Date: 12/7/99

Update



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Deputy Public Works Director
Class Code Number	5830-29

General Statement of Duties

Provides administrative and management oversight to the operations and activities of the Highway Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all operations and activities of the Highway Department. The work is performed under the supervision and direction of the Public Works Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Highway Department, with a focus on the top Departmental management positions of Public Works Administrator, Sewer Superintendent, Chief Sanitary Engineer, Solid Waste Superintendent, Highway Superintendent, Chief of Street Operations, and Building Maintenance Superintendent; **Business Service Officer**; **Engineering Manager** and **Chief Facility Manager**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, outside contractors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Division Administrators in implementing the expressed goals, policies and directives of the Highway Department, including daily supervising, planning and coordinating of Departmental projects;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address public works infrastructure needs within the City of Manchester;
- Reviews, analyzes and summarizes Department communications, procedural guidelines and related reports;
- Conducts studies and investigations of Department operations and citizen complaints;
- Participates in the development and administration of the Departmental budget and monitors all expenditures;
- Supervises and performs professional planning duties in design and oversight of public works service and construction activities;
- Recommends performance evaluation ratings and disciplinary action and provides grievance procedures and related personnel administration;
- Investigates and processes complaints from the public and the Board of Mayor and Alderman on behalf of the public relating to Public Works' services;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Oversees all infrastructure maintenance repair and Highway Department construction, including streets, sidewalks, sewers, bridges, **buildings, traffic signals, traffic signage** and special projects as requested;
- Provides operational management of emergency activities associated with rainstorms, flood protection, windstorms and snow and ice removal;
- Develops and coordinates action plans with other local jurisdictions, authorities and State agencies;
- Serves in the absence of the Public Works Director;
- Performs special projects for the Public Works Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
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- Comprehensive knowledge of current principles, practices and operations of public works operations;
- Comprehensive knowledge of modern engineering principles;
- Comprehensive knowledge of budgetary principles within a municipality;

- Comprehensive knowledge civic emergency responses associated with weather extremes and services relating to municipal infrastructures;
- **Knowledge of Local, State and Federal regulations relating to Public Works Operations;**
- Thorough knowledge of current principles and practices of public administration;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering, **Architecture or related field; and**
- Considerable experience in public works operations with a management role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Professional Engineering License, **Architecture License preferred;**
- On-call status.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: BMA Date: 12/7/99



CITY OF MANCHESTER

Human Resources Department

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October 5, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

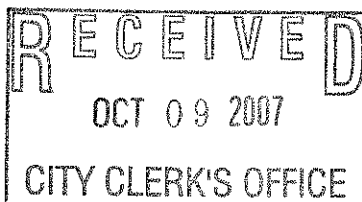
Re: Request for Reallocation, Attorneys

Dear Alderman Gatsas and Members of the Committee:

Currently, the City Solicitor's Office has four Attorney positions in addition to the City Solicitor and the Deputy Solicitor. One is an Attorney I, salary grade 20, two are Attorney II's, salary grade 21 and one is an Attorney III, salary grade 22. The Attorney I and II's, are the City Prosecutors. The Attorney III is the Civil Attorney who does civil duties as well as represents the City in the Superior and Supreme Courts.

When I first came to the City, I was quite surprised to see the salary grades that are assigned to the Attorneys. I have discussed this with the City Solicitor on a few occasions and we are in agreement that the positions are not at the proper salary grades. We also agree, that we do not need three levels of Attorneys. In addition to doing a desk audit, I have also gone over the point factor assignments for all three levels of Attorneys. The points that were assigned to the Attorney classifications are not appropriate and do not reflect the complexities of their duties. I have also compared the level of responsibility and the impact of the duties of these positions with other classifications throughout the City. In addition to that, I have done a salary survey to see how our salaries compare to other public jurisdictions in Southern New Hampshire.

As part of the "desk audit", I went to observe our Attorneys in court. The Attorneys are handling multiple cases concurrently for hours. They have to know every detail of every case to ensure that we prevail. As you know, our Police Officers work very hard in their duties to reduce crime and other anti-social behaviors. Each Attorney plays a major role in making sure that the Police Officers' arrests are upheld by the Court. These successes not only are important to the Police Officers, but they are important to our community.



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The current Attorney III, is considered the Civil Attorney for the City. This position is required to give legal advice to City employees, City Officials and Boards on matters within their official duties. This position also represents the City in civil litigations before the various courts and administrative agencies. In addition to those duties, this position provides back up to the Prosecutors. This is a very important position as we depend on this position for day to day direction in legal matters. For example, Human Resources utilizes the incumbent in this position for a variety of employee relations matters year round. The incumbent also gives advice and direction for proposed Ordinances, evaluates potential settlements, prosecutes criminal cases, develops legal opinions, etc. etc.

As you will note from the attached salary comparison, Manchester is paying the lowest salary of any of the other jurisdictions with the same level of responsibilities. Our turn over rate is very high and at the moment, we have two Attorney positions vacant leaving us with two Attorneys to do the work of four.

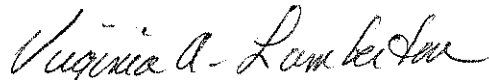
My recommendation is to eliminate the three levels of Attorneys. Tom Clark, City Solicitor, concurs with this recommendation. I am recommending that an Attorney I and II levels be combined to be an Attorney I, salary grade 23. The Attorney I will be our Prosecutors. The Attorney III, which is currently a salary grade 22, be reclassified to an Attorney II at salary grade 25. Your approval of these recommendations will place the Attorney positions at the proper grade based upon their duties and responsibilities as well as allow the City to be competitive for the purpose of recruitment and retention.

Assuming that my recommendation is approved, the cost for the balance of this fiscal year would be \$14,640 for the four positions.

I strongly urge you to approve this recommendation. Our law enforcement personnel deserve to have trained and seasoned Attorneys representing them in Court.

I would be happy to answer any questions that you might have regarding this recommendation.

Respectfully submitted,



Virginia A. Lamberton
Human Resource Director

Cc: Tom Clark, Esq., City Solicitor

Attachments

City of Manchester New Hampshire

In the year Two Thousand and

Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

- Delete Attorney I, Class Code 1390
- Delete Attorney II, Class Code 1400
- Delete Attorney III, Class Code 1405
- Establish Attorney I, Class Code 1400
- Establish Attorney II, Class Code 1405

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

- Delete Attorney I, Class Code 1390, Grade 20
- Delete Attorney II, Class Code 1400, Grade 21
- Delete Attorney III, Class Code 1405, Grade 22
- Establish Attorney I, Class Code 1400, Grade 23
- Establish Attorney II, Class Code 1405, Grade 25

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

- Delete Attorney I, Class Code 1390, Grade 20
- Delete Attorney II, Class Code 1400, Grade 21
- Delete Attorney III, Class Code 1405, Grade 22
- Establish Attorney I, Class Code 1400, Grade 23, (Class Spec. attached), exempt
- Establish Attorney II, Class Code 1405, Grade 25, (Class Spec. attached), exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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SALARY SURVEY

PUBLIC ATTORNEYS

Manchester	Attorney I	\$45,318	to	\$64,613
	Attorney II	\$48,491	to	\$69,136
	Attorney III	\$51,885	to	\$73,976
Nashua	Criminal Prosecutor	\$46,892	to	\$68,315
	Just hired a new Prosecutor at \$64,393			
Concord	City Prosecutor	\$64,563	to	\$84,261
	Ass't Prosecutor	\$51,598	to	\$67,808
Attorney General	Assistant Attorney General	\$66,856		

Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Attorney I
Class Code Number	1400-23

General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the prosecution of misdemeanor cases of a large level of difficulty. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court, including appeals through the United States Supreme Court;
- Prosecutes criminal cases as necessary and appropriate
- Prosecutes traffic violations, zoning violations and comparable cases in the courts;
- Prosecutes misdemeanor cases of the highest level of complexity;

- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;

- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Some experience in a municipal law operations, including some prosecutorial experience.

Required Special Qualifications

- Admission to the New Hampshire Bar.
- New Hampshire drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Attorney II
Class Code Number	1405-25

General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the handling of civil cases and related legal matters. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. This class is distinguished from the class of Attorney I by the additional responsibility of handling civil cases. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court on complex tort and related cases, including appeals through the United States Supreme Court;
- Provides advise to other Attorneys on trial strategy, evaluation of potential settlements and ideas related to the preparation of cases;
- Prosecutes criminal cases as necessary;

- Prosecutes misdemeanor cases of the highest level of complexity;
- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Works extensively with the City Negotiator in complex labor relation cases;
- Represents the City at the Supreme Court;
- Advises City managers on appropriate policies and procedures based on law, regulations and collective bargaining agreements;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of civil and criminal law;
- Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;

- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Considerable experience in a municipal and civil law.

Required Special Qualifications

- Admission to the New Hampshire Bar.
- Possession of a NH drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

Approved by: _____ Date: _____

City of Manchester
New Hampshire

In the year Two Thousand and six

5-1-07 HC - Refer to a R
Director for
cost audit

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (VISTA Project Administrator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Reclassify Grants Coordinator, Class Code 9231 to VISTA Project Administrator, Class Code 1011

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Reclassify Grants Coordinator, Class Code 9231, Grade 18, to VISTA Project Administrator, Class Code 1011, Grade 20 exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Reclassify Grants Coordinator, Class Code 9231, to VISTA Project Administrator, Class Code 1011, exempt (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	VISTA Project Administrator
Class Code Number	1001-20

General Statement of Duties

Plans, organizes and administers the operations and activities of the Manchester VISTA Project; performs related work as required.

Distinguishing Features of the Class

The principle function of an employee in this class is to provide administrative oversight to all operations and activities of the Manchester VISTA Project. The work is performed under the supervision and direction of a superior, but extensive leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the responsibilities of all Manchester VISTA Project program sites and program site supervisors. Direct supervision is provided for the BISTA Leader and all Manchester VISTA Project members. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with the Mayor, Board of Aldermen, Corporation for National and Community Service, City departments, community non-profit agencies, business and community groups, other State and Federal officials and the media. The principle duties of this class are performed in a general office setting.

Examples of Essential Work (illustrative only)

- Plans, organizes, administers and evaluates the work of the VISTA Leader and all Manchester VISTA Project members in implementing the expressed goals, policies and

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directives of the Corporation for National and Community Service, Mayor and Aldermen, Federal and State regulatory agencies;

- Develops policies and procedures designed to increase the efficiency and effectiveness of the Manchester VISTA Project in addressing the poverty-related needs of the Manchester area;
- Maintains and develops relationships with local, State and national Corporation for National and Community Service staff.
- Develops and oversees program media, outreach and public relations strategies;
- Designs monitoring and reporting mechanisms to track implementation of policies and elicit specific recommendations for improvement of the VISTA Project Operations;
- Recommends any major shift in policies or procedures for future developments;
- Participates in various aspects of personnel administration within the VISTA project to include hiring, termination, grievance procedures and coordination of VISTA member training;
- Serves as the chief spokesperson for the VISTA Project;
- Performs special projects for the VISTA as assigned;
- Provides information and demonstrations concerning how to perform certain work tasks to new VISTA members in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of AmeriCorps*VISTA Program management, including development and implementation of policies and procedures involving every aspect of administering the VISTA Project;
 - Comprehensive knowledge of all Federal regulations regarding the establishment of the Manchester VISTA Project;
 - Comprehensive knowledge of the program needs of Manchester's needy and vulnerable populations;
 - Comprehensive knowledge of Federal, State and local government operations and procedures;
 - Comprehensive knowledge of marketing the AmeriCorps*VISTA and the Manchester VISTA Project;
 - Comprehensive knowledge of current principles and practices of public and business administration;
- ||

- Comprehensive knowledge of budgetary principles;
- Comprehensive knowledge of AmeriCorps VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to coordinate with the diverse and complex activities of a City departmental programming;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Political Science, Public Administration, Business Management or a related field; and
- Extensive experience in the management of a governmental and/or non-profit entity.

Required Special Qualifications

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

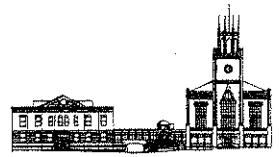
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
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www.ManchesterNH.gov



September 27, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request to Establish New Class Specification
And Reclassify Existing Position

Dear Alderman Gatsas and Members of the Committee:

The City of Manchester has received a Grant Award and accepted federal funds from the Corporation for National And Community Service for the AmeriCorps VISTA Program. Dennis Hebert has been assigned the responsibility for administering this important program.

Currently, Mr. Hebert is classified as a Grants Coordinator, class code 9231, salary grade 18. The new responsibilities now necessitate that the position he occupies be reclassified to reflect his new duties and responsibilities. Therefore, we have drafted a new class specification to reflect his new duties. The proposed title for the class specification is VISTA Project Administrator. An analysis of the level of the duties and responsibilities assigned to this position warrant a salary grade twenty (20). Therefore, I am requesting that the Grants Coordinator position be reclassified to a new title of VISTA Project Administrator be established at a salary grade twenty (20).

I am attaching a copy of the class specification for your review and comments.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment